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DDS&T-2846-69
23 July 1969

MEMORANDUM FOR: CIA Records Management Board

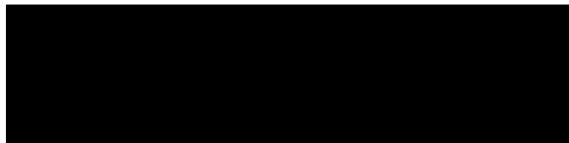
SUBJECT : Quarterly Report

1. During this last quarter the Directorate of Science and Technology had a total of ninety-seven (97) cubic feet of retired inactive records destroyed. There were twelve (12) cubic feet transferred to the Historical Collection File of the Archives and Records Center. The more thorough screening of records, that would have normally been sent to the Records Center, has been a definite factor in the reduction of DDS&T records deposited this quarter.

2. The Directorate has been concentrating on the microreduction of records. There were twenty-eight (28) cubic feet of cables reduced to microfilm in OSP/DDS&T. The Control Center of FMSAC had their approximately forty (40) feet of Space and Event reports reduced to microfilm. Arrangements were made with Printing Services Division to microfilm one hundred and twenty-five (125) cubic feet of CSA cables. These files are expected to be completed during the next quarter. In addition to the above, OSP/DDS&T is receiving R&D Contractor reports in microfiche form from one of their contractors. They are also receiving aperture cards from two (2) contractors.

3. This current quarter the Directorate will continue in the purging of its records but, with no more emphasis than that which will be received in the other areas of good records management. Feasibility studies are planned in microfilming applications, automation of records inventorying, automation of document control and the use of more compact filing equipment.

4. A coordinated records program, expected to be established in the Directorate, will enhance our efforts in the next quarter to search all avenues to reduce records holdings and to improve records management practices.



DDS&T Records Management Officer

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Attachments:

DDS&T Offices Quarterly Reports

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GROUP 1
Excluded from automatic
declassification